

25 YEAR
RE-REVIEW

9 June 1965

SUBJECT: Suspense System for Feedback of DD/S Items

1. When any requirement for information or action is levied by or on behalf of the DD/S, the recipient will prepare Form 1831 (labeled "DD/S Items") to provide a record. Form 1831 may be handwritten or typed. (If requirement received direct in any OP Division or Staff, immediate oral report will be made to OD/Pers for information and preparation of Form 1831.) Distribution of Form 1831:

Original to Executive Assistant for Master File of "DD/S Items"
(with cross reference to OP Projects List if appropriate)

Both carbons to Action Officer:

Copy 1 - retained by Action Officer as suspense record
Copy 2 - returned to Executive Assistant for "Instant" Feedback
(see paragraph 2)

2. "Instant" Feedback

Copy 2 of Form 1831 will be returned to Executive Assistant by Action Officer the same day if possible and at least within 24 hours with "Reply" portion completed to indicate:

a. If completed action immediately possible, nature of action taken and when completed.

b. If completed action not immediately possible, action taken to initiate completion, tentative completion date and, if appropriate, suspense dates for interim progress reports.

Executive Assistant will note these reports on Master File copy and destroy Copy 2.

3. Daily Reports

Executive Assistant will review ALL pending DD/S Items by 4:30 p.m. each day and make informal report to D/Pers on status of all of those for which:

Completed action can be reported, or
Progress reports are due, or
Initial report of planned action is due.

D/Pers will determine which items should be immediately reported to DD/S by telephone and make report. (If DD/S unavailable, oral report will be given to)

A typed copy of the "daily report", indicating which have been reported by telephone, will be delivered to O/DDS by 8:30 the following morning with copies for DD/S, ADD/S, and EO/DDS. Negative reports will not be submitted.

ADMINISTRATIVE - INTERNAL USE ONLY

STATINTL